Key Questions to Answer

- What do I want this employee to be able to do when the training is completed (what is the performance gap)?

- Am I sure that training is the solution or part of the solution to the performance gap? How do I know?

- Is the timing of the training appropriate? (Will this person be able to use the skills/knowledge immediately?)

- How will I prepare this employee for the training?

- Is the training consistent with the individual and group developmental plans?

- Is the method of training we plan to use appropriate?

- What methods do we have in place that will ensure that the employee will be able to apply what he/she learned when they complete the training? (Coaching? Feedback? Mentor? Job Aids?)